

SANDY CITY
APPROVED CLASS SPECIFICATION

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| I. | <u>Class Title:</u> Risk Manager | <u>Revision Date:</u> 3/09 |
| | | <u>EEO Code:</u> Professional |
| | | <u>Status:</u> Exempt (Executive) |
| | | <u>Control No:</u> 20307 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Assistant Chief Administrative Officer, administers liability, workers' compensation, subrogation and property claims and litigation; develops and manages risk financing and administration of the City's self-insurance fund. Encourages and assists City departments in developing and implementing effective risk management programs and complying with applicable state and federal statutes. Supervises Risk Management staff.

III. Essential Duties:

A. GENERAL RISK MANAGEMENT

- Supervise Risk Management staff.
- Provide statistical data for identifying loss exposures and recommend strategies and programs for reducing losses.
- Implement City-initiated loss control programs.
- Oversee the filing of the OSHA 300 report.
- Support and coordinate with City departments' safety committees.
- Coordinate with departments' training and compliance with regulations such as the Americans with Disabilities Act and OSHA standards.
- Administer the Risk Management Fund, develop the budget and recommend appropriate cost allocation and funding sources.
- Recommend and write policies and other employee communications related to risk management.
- Provide staff support to the City's Risk Committee.
- Develop insurance requirements for City bids and requests for proposals and review and approve City contracts for compliance with those requirements.

B. WORKERS' COMPENSATION

- Maintain a database of workers' compensation claims.
- Procure appropriate levels of insurance, consistent with City policy.
- Collect reports on injured employees and file the appropriate paperwork with the insurer and the Utah Labor Commission.
- Act as a liaison between the injured worker and the workers' compensation carrier.
- Coordinate the selection and supervision of the City's medical provider for treatment of employee injuries.

C. GENERAL LIABILITY

- Investigate accidents involving City employees or property.
- Adjust all liability claims under state and federal law.
- Select insurance broker and consultants to provide technical and professional advice.
- Procure appropriate levels of insurance, consistent with City policy.
- Manage pending civil liability litigation against the City, employees and officials.
- Maintain a database of all liability claims and occurrences.
- Assist and advise departments on potential liability claims and occurrences.
- Administer the City's property tax levy for Risk Management and assure compliance with the Utah Governmental Immunity Act.
- Conduct actuarial analysis necessary to establish adequate funding and to comply with governmental accounting standards.

D. PROPERTY INSURANCE

- Identify the City's property loss exposures and recommend and procure appropriate levels of insurance or risk retention.
- Coordinate with City departments and insurance carriers to address claims or issues with the insurance policies.
- Oversee the subrogation process.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: Requires doctorate degree and admission to practice before all state courts and U.S. District Courts or licensure as an insurance adjuster pursuant to §31A-26-203 of the Utah Code. ARM designation or similar risk management training is preferred.

Experience: Eight years related work experience in Risk Management, municipal law and supervision of employees.

Certificates/Licenses: Valid Utah Driver's License required.

Knowledge of: Current public sector risk management methods, practices and regulations including: statutes relating to workers' compensation, governmental immunity and tort liability; public sector fund accounting and budgeting; insurance practices; negotiation and dispute resolution; computer capabilities and applications; word processing, spreadsheets and database applications; correct English usage, vocabulary, spelling and arithmetic.

Responsibility for: Responsibility for making recommendations and decisions affecting the activities of people, including working credibly with confidential records; development and administration of the Risk and Insurance Fund budget; and supervision of Risk Management staff.

Communication Skills: Contacts with other departments and the public, furnishing and obtaining information; contacts with other departments and the public, requiring tact and judgement to avoid friction; negotiation and conflict resolution skills; communicate effectively verbally and in writing; ability to make presentations to City management and employees.

Tool, Machine, and Equipment Operation: Requires regular use of computer, telephone, copy machine, fax machine and motor vehicle.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and the public; prioritize tasks; apply problem solving and analytical principles to effectively evaluate financing needs; evaluate policies; investigate claims; assess liability; recommend loss control programs; settle claims; and evaluate the performance of contractors.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; near constant mental application. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Frequent exposure to stressful situations as a result of emergencies, human behavior and frequent deadlines; limited evening and weekend work required; occasional exposure

to inclement weather conditions while working with other City departments and investigating accidents and claims.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____